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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

June 14, 2012

ISIS Memorandum 12-007

To: ISIS Agency Liaisons
Fiscal Officers
Purchasing and Contract Management Personnel

Subject: AFS, AGPS, and CFMS Extended Availability During 2012 Year-end Closes

******Please distribute this important information to all AFS, AGPS, and CFMS Users. ******

AFS, AGPS, and CFMS will have the following extended hours of availability:

For June 30th Close:

June 20 – June 22	7 a.m. until 8 p.m.
June 25 – June 29	7 a.m. until 8 p.m.

June 30 (Saturday) – Access for Control Agencies Only

July 1 (Sunday) – Access for Control Agencies Only, until June 30th close process is complete.

For Encumbrance Rollover and 13th Period Close:

August 1 – August 3	7 a.m. until 9 p.m.
August 6 – August 10	7 a.m. until 9 p.m.
August 13 – August 14	7 a.m. until 9 p.m.

August 15 (Wednesday) – Access for Control Agencies Only

The Encumbrance Rollover process is scheduled to run on Saturday, August 4 at 5:00 p.m.

This schedule is being implemented to give agencies more time to complete fiscal-year closing tasks. During extended hours, the AFS Help Desk will be remotely monitored June 20 - 22, June 25 - 29, August 1 - 3, August 6 - 10, and August 13 - 14. The AGPS/CFMS Help Desk will be remotely monitored June 20 - 22, June 25 - 29, and August 1 - 3.

For any questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677, Option 3.

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